

EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Survey	CLASSIFICATION:	408
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Survey Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote high standards of practice, ethical conduct, safety, teamwork and cooperation, holding paramount the interests of the public. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and volunteers and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide professional surveying services to County departments, such as surveying county property, and preparing legal descriptions. Establish horizontal and vertical control monuments with state plane coordinates and elevations.

Review and evaluate surveys, corner reports, benchmarks, descriptions and deeds. Verify computations and statute compliance of surveys, partitions, subdivisions, condominiums and property vacation orders. Accommodate research of survey records for County departments, land surveyors, and the public to provide, exchange, and clarify information.

Oversee Public Land Corner Restoration Program.

Maintain survey equipment and supplies inventory.

Prepare and enter data into computerized system of records.

Assist the public, other County departments, title companies, and government agencies by answering questions and solving problems in survey matters.

Formulate and present the department budget. Monitor and manage fiscal operations to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Ensure departmental compliance with all policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 1-2 surveyor (full time and part time) positions.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Surveyor through conferences, reports and the effectiveness of programs in accomplishing Department goals and objectives.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A Bachelor's degree in land surveying or related field; and five (5) years of progressively responsible experience as a licensed professional land surveyor, three (3) of which should have been in a supervisory capacity. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Active Professional Land Surveyor registration with the State of Oregon at time of appointment. Must possess a valid driver's license and be insurable under the County's liability insurance.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of field and office surveying equipment, methods, and techniques; advanced knowledge of professional land surveying principles and procedures; knowledge of all applicable statutes and ordinances governing the conducting and recording of surveys; advanced knowledge of government corner restoration practices and procedures. Extensive familiarity with the use of CAD and GIS software. Working knowledge of computers, printers and plotters. Familiarity with general business software such as word processing, spreadsheets and databases.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations, acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are usually minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds, except for retrieval of records stored on shelves, which requires lifting/moving bound volumes at floor to ceiling level weighing 30-40 pounds.

Field activity may require additional physical demands, such as operating a chainsaw, walking, bending, stooping, chopping, digging, climbing, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.

The performance of field work may require walking over various terrains or other hazards in the dark by yourself, with exposure to all weather conditions. There is common exposure to pollens, dust, poison oak, traffic, fumes and wildlife. Requires driving throughout the County, including to remote areas.